Distributing Weekly Report Reminder

I.   Purpose:

This document describes the steps to send the Weekly Report Reminder.

II.   Cautions and Hazards:

None.

III.   Requirements:

Needs to be sent every Tuesday.

IV.   Procedure:

A.   Steps:

1.   Retrieve the weekly report reminder template from the TWP Server

- Open TWP Server
- Open TWPPO Documents
- Open Office Procedures
- Double click on the "Weekly Report Reminder" folder

2.   Update text in the weekly report

- Revise the due date (1st line) to reflect that the report is due by noon Thursday of the current week
- Revise the weekly report dates to the current week
- Revise the calendar at the end of the Weekly Report to reflect the following four weeks

3.   Copy entire weekly report reminder

4.   Save file and close

5.   Paste into an email addressed to "weekly@lanl.gov

6.   Send

V.   References:

None.

VI.   Attachments:

None.